

FRESNO, CALIFORNIA
CLASS SPECIFICATION
ASSOCIATE PLANNER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Associate Planner is the second level in a three level Planning series. Incumbents are responsible for serving as a lead worker and for performing complex planning and design activities. Incumbents conduct legislative, environmental, social, economic, population, and land use analyses, draft staff reports, and make recommendations on planning related issues.

The Associate Planner is distinguished from the Assistant Planner by its responsibility for serving as a lead worker to other employees. The Associate Planner is distinguished from the Supervising Planner, which has first-line supervisory responsibility.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor | Varies 0 – 10% |
| 2. | Design and implement strategies for sustainable growth, historic preservation, public art, new urbanism, downtown and neighborhood revitalization, transit oriented development and design guidelines. | Daily 10% |
| 3. | Provides information to the general public, applicants, architects, engineers, attorneys, land use consultants, internal departments, and external agencies; provides services via telephone, e-mail, fax, and mail. | Daily 10% |
| 4. | Reviews proposed development plans. Conducts on-site inspections and evaluations of project settings, constructed facilities, and work-in-progress. | |
| 5. | Supports current and advance planning operations, which may include: coordinating meetings; facilitating planning processes; updating and implementing the general, community, and specific plans; and the municipal code. | Daily 15% |
| 6. | Assists the public with advance planning processes, including general plan amendments, zoning ordinance text amendments, updates to the general, community, and specific plans and annexation processes. | Daily 10% |
| 7. | Assists the public through the current entitlement application processes, which may include site plan review, conditional use permits, variances and minor deviation applications, rezones, subdivision maps, voluntary parcel mergers and lot line adjustments, and provides property information related to planning, and zoning. | Daily 10% |

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| 8. | Prepares graphical analyses and written reports including, but not limited to, environmental assessments, internal reports, Commission and City Council reports, inter-jurisdictional correspondence, letters, ordinances, and/or other applicable information | Daily 10% |
| 9. | Reviews, analyzes, and provides design recommendations for the processing of subdivisions. | Daily 5% |
| 10. | Interprets and implements the Fresno Municipal Code, the general , community and specific plans, the California State Subdivision Map and the Mitigation Fee Acts, and the State's planning and zoning laws, including but not limited to California Environmental Quality Act and Federal environmental laws. | Daily 5% |
| 11. | Serves as staff liaison to citizen advisory committees, and other community or interest groups. Makes presentations, facilitates and participates in a variety of meetings and public hearings in order to gather and convey information. | Daily 5% |
| 12. | Analyzes and processes requests for annexation into the City. | Weekly 5% |
| 13. | Performs other duties of a similar nature or level. | As Required |

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Urban Planning, Geography, Landscape Architecture, Architecture, Environmental Sciences, Engineering, Public Administration, Business Administration or closely related field is required; and two years of planning related experience or a Master's Degree and one year of related planning experience is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

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Knowledge (position requirements at entry):

Knowledge of:

- Contemporary urban and regional planning terminology, techniques, and practices
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Sustainable development and smart growth concepts
- Environmental planning principles
- Graphic illustration principles and practices
- Mathematical concepts
- Research methods
- Customer service policies, principles and practices
- General writing principles and report writing techniques

Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Providing customer services
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Exercising independent judgment within general policy guidelines and operating parameters
- Analyzing demographic statistics
- Evaluating land use at the macro and parcel level
- Ability to prepare and make effective oral presentations
- Preparing and performing mathematical calculations
- Analyzing a variety of statistical data and information and making recommendations based on findings
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008